


ACA registration Steps

1. Navigate to Accela Citizen Access webpage: <https://aca3.accela.com/mdard/>
2. On the right side of the page, click on 'Register for an account' (This is located right below the login credentials)
3. You will be redirected to Account Registration page. After reviewing the general disclaimer, Check 'I have read and accepted the above terms' and click 'Continue Registration'
4. You will be redirected to 'Account Registration Step 2: Enter/Confirm Your account information'
5. Fill out the login information form with the following information:
 - User Name
 - Email Address
 - Password (You will retype password to verify)
 - Security Question
 - Answer
6. Under Contact information, click 'Add New'
7. A pop up window appears to select contact type
NOTE: ALWAYS select type as Individual!
8. Select type as 'Individual' and click 'Continue'
9. A 'Contact Information' form appears
10. On the top right for 'Individual/Organization', select individual from the dropdown.
NOTE: ALWAYS select individual from this dropdown
11. Fill out the rest of the information on this form and click 'Continue'
12. Enter the captcha numbers/word before continuing.
Note: You can click on the recycle button () to switch the captcha image if necessary
13. Click 'Continue Registration' and your account will be successfully created
14. You will receive an activation link in the email address entered during the registration process
15. Click on this activation link from your email, and you will be redirected to the MDARD ACA page
16. Enter the username/password selected during the registration process
17. You will be successfully logged into your ACA account